User manual CtrlWORK

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1. Introduction

You are or will be using CtrlWORK within short notice. In this user manual you will find the necessary basics to fully benefit from the advantages and support by CtrlWORK.

CtrlWORK helps to work more efficient and more healthy by coaching to take regular interventions during computer use and by presenting tips and advices about working efficiently.

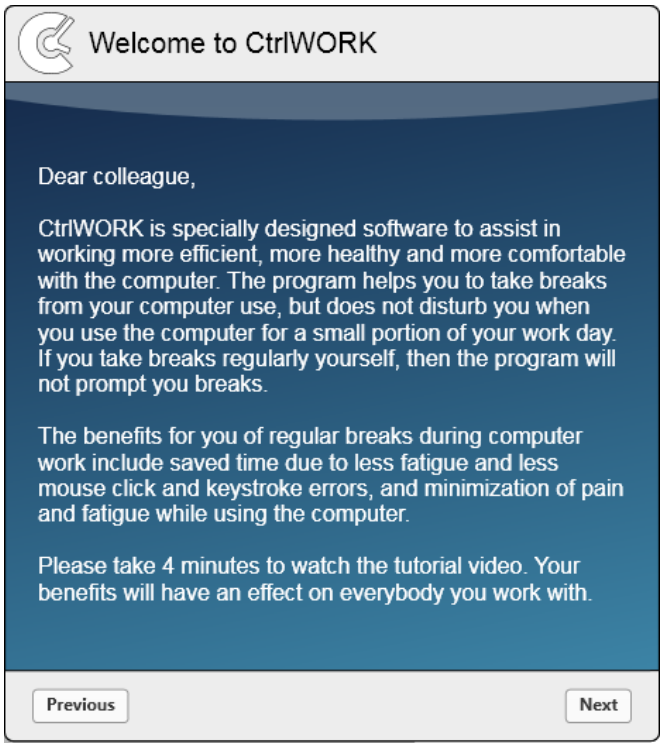
Did you know that…..

….taking regular breaks during work saves you significant time by improving your concentration?

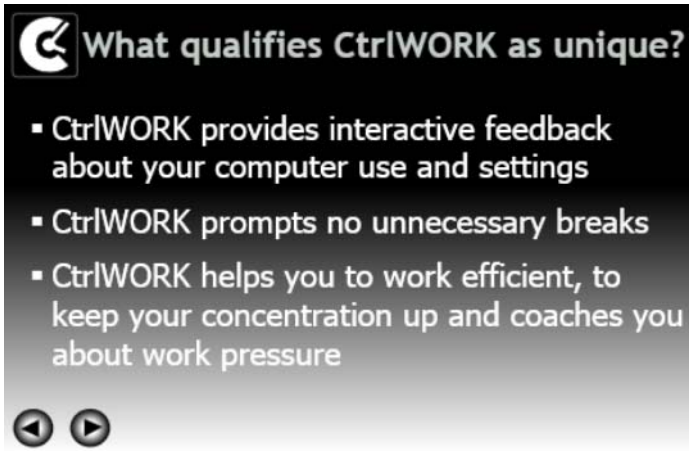
….CtrlWORK has been developed to assist you in this process in the most friendly way?

2. First time start-up

After starting up, you can select your language.


Welcome to CtrlWORK
Dear colleague,
CtrlWORK is specially designed software to assist in working more efficient, more healthy and more comfortable with the computer. The program helps you to take breaks from your computer use, but does not disturb you when you use the computer for a small portion of your work day. If you take breaks regularly yourself, then the program will not prompt you breaks.
The benefits for you of regular breaks during computer work include saved time due to less fatigue and less mouse click and keystroke errors, and minimization of pain and fatigue while using the computer.
Please take 4 minutes to watch the tutorial video. Your benefits will have an effect on everybody you work with.
Previous
Next

You will be directed to the welcome screen. Please click ‘Next’ after reading to go to the introduction video


What qualifies CtrlWORK as unique?
▪ CtrlWORK provides interactive feedback about your computer use and settings
▪ CtrlWORK prompts no unnecessary breaks
▪ CtrlWORK helps you to work efficient, to keep your concentration up and coaches you about work pressure

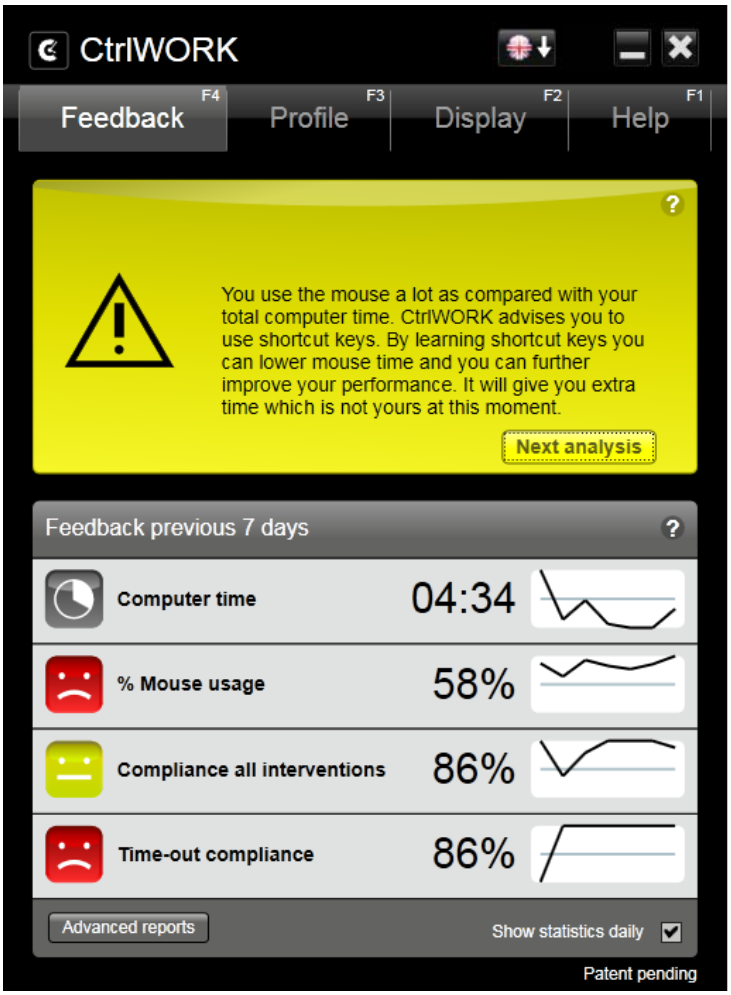
This 4-minute video will start automatically after a number of seconds. You can also navigate through the video via the arrows

Click 'Next' after watching the video.

You will get options to chose your settings yourself. The following profiles are available:

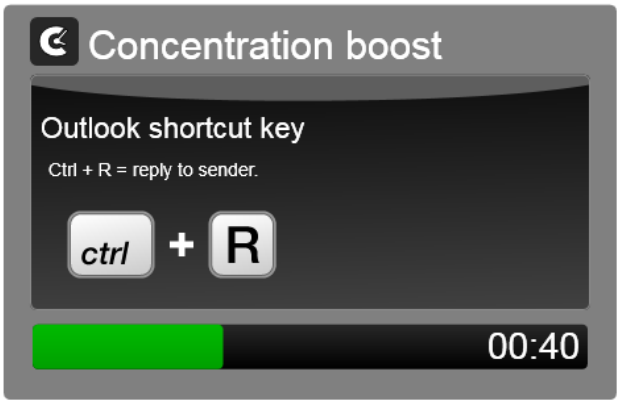
Note: During the first hour after starting up your pc, by default no breaks are shown for the profile Pro (silent period).

3. Support by CtrlWORK

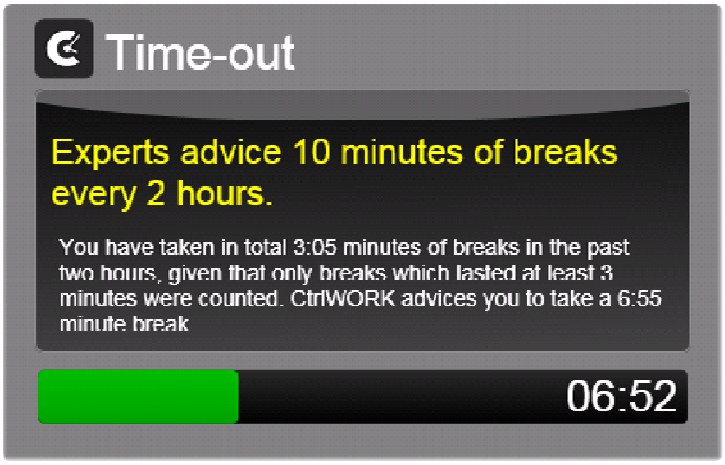

CtrlWORK
Feedback F4
Profile F3
Display F2
Help F1
You use the mouse a lot as compared with your total computer time. CtrlWORK advises you to use shortcut keys. By learning shortcut keys you can lower mouse time and you can further improve your performance. It will give you extra time which is not yours at this moment.
Next analysis
Feedback previous 7 days
Computer time 04:34
% Mouse usage 58%
Compliance all interventions 86%
Time-out compliance 86%
Advanced reports
Show statistics daily
Patent pending

Feedback: periodically (dependent on the active settings profile) CtrlWORK provides advices on effective, healthy and legally responsible computer work. In addition, CtrlWORK can advise to change settings based on actual working pattern.

Energiser: short break to provide energy and concentration, but keeping focus on work. This break type is shown only when Pro or Recovery profile has been chosen.



Concentration boost: taking focus off work, focusing on something else to restore concentration capacity. During this breaks tips on efficient computer user, time management and other possibilities can be shown (see Chapter 4 “Changing settings”). This break type is shown only when Pro or Recovery profile has been chosen.


Time-out
Experts advice 10 minutes of breaks every 2 hours.
You have taken in total 3:05 minutes of breaks in the past two hours, given that only breaks which lasted at least 3 minutes were counted. CtrlWORK advices you to take a 6:55 minute break
06:52

Time-Out: If you have worked for 2 hours without doing other tasks for 10 minutes, it is time for a time-out to restore your concentration and comfort. CtrlWORK takes into account the time not doing computer use in the past interval.

Did you know that…..

CtrlWORK does not generate notification during a full screen Powerpoint presentation?

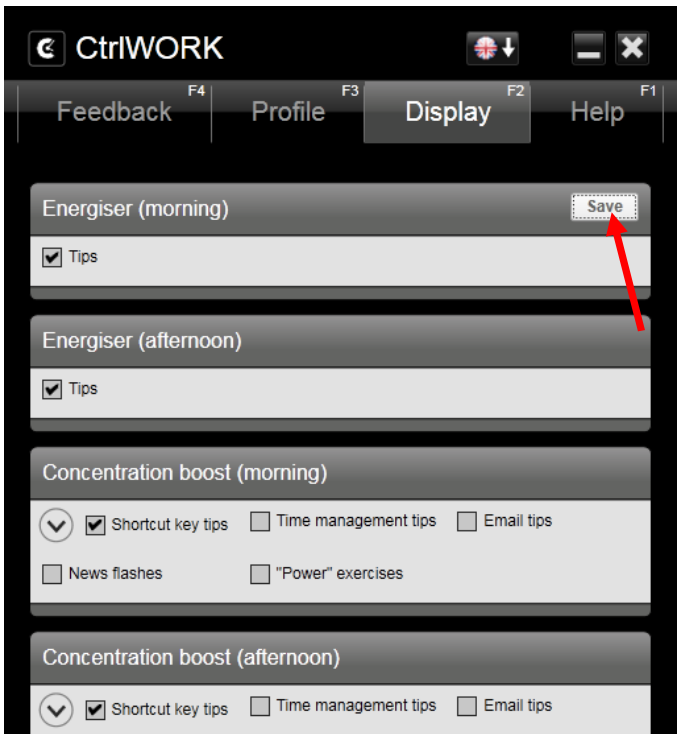
4. Changing settings

Double click on the black-white CtrlWORK icon on the right bottom part of your screen.

Profile tab: choose in the menu "Available Profiles" your settings profile.

Via the button "Details" the individual settings of the settings profile can be changed.

Note: During the first hour after starting up your pc, by default no breaks are shown for the profile Pro (silent period).



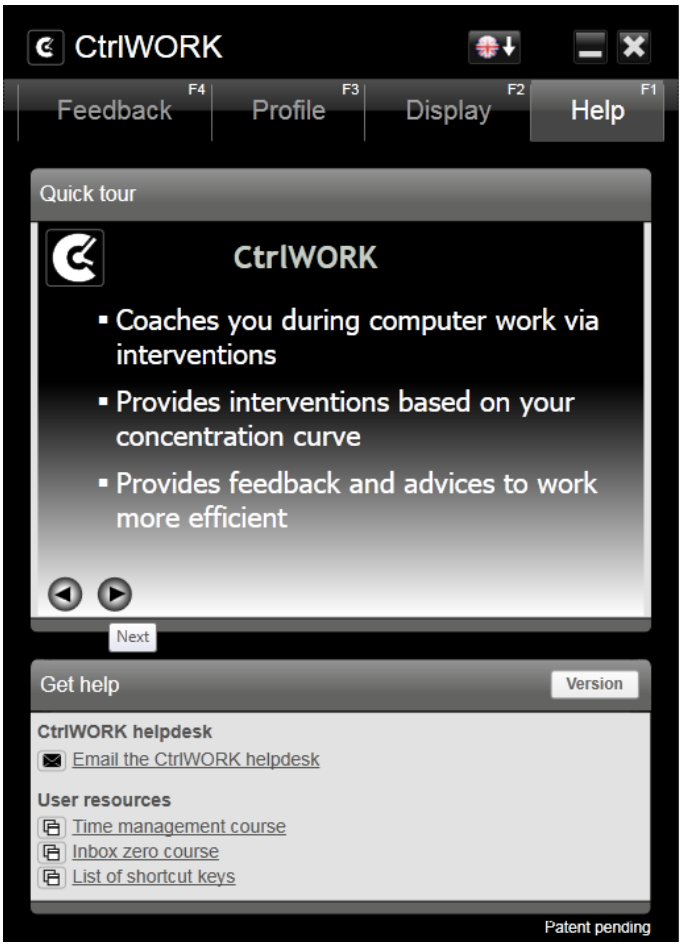
Display tab: for the profiles Pro and Recovery the displayed content during Energisers and Concentration Boosts can be changed.

Click the Save button after every change in order to effectuate the settings.

Option "News Flashes" for Concentration Boost shows news items from the website yahoo.com.

5. Need help?

Double click on the black-white CtrlWORK icon on the right bottom part of your screen.



Help tab: the short introduction video can be found in the "Quick tour" submenu.

In the submenu "Get help": a link to send an email to the CtrlWORK helpdesk (helpdesk@ctrlwork.nl)

Also a **full time management course, email management course** in pdf can be found here.